

## MONTHLY RECORD OF HOURS WORKED

<b>Employee:</b>	<b>Center:</b>
<b>Title:</b>	<b>Location:</b>
<b>Employee ID No.:</b> N/A	<b>Month / Year:</b>

DATE	Start Time	Other Duties		CACFP			End Time	Lunch Break		TOTALS
		Teaching	Admin	cook	monitor meals	clean		Lunch		
1										
2										
3										
4										
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28										
29										
30										
31										
<b>Totals:</b>										
<b>% of Time:</b>										<b>100%</b>

*By signing below, I / we do hereby certify that the distribution of activities for the employee represents the actual work performed during the period covered by this report to the best of my/our knowledge.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date